

## **Why Do the ISE Privacy Guidelines and Federal Employees Need Each Other?**

Department and agency employees are essential in the effort to implement the Information Sharing Environment (ISE) Privacy Guidelines government-wide, and they must be on the “front lines” as their agencies undertake this critical task. The ISE Privacy Guidelines provide a road map for employees to navigate the complex matter of safeguarding information privacy and other rights of Americans while enhancing the sharing of terrorism-related information.

- Employee knowledge of and involvement in agency processes and existing privacy protections will facilitate implementation of the ISE Privacy Guidelines and significantly advance the appropriate sharing of terrorism-related information between federal and nonfederal entities, with the following benefits:
  - Builds a trusted partnership.
  - Establishes communication that furthers implementation of agency policies and procedures.
  - Provides a base for discussion, collaboration, and resolution of issues, both within the agency and with other ISE participants.
- Employee knowledge of and involvement in implementing the ISE Privacy Guidelines will further the agency’s mission to:
  - Ensure continued compliance with the ISE Privacy Guidelines and its own internal policies and procedures.
  - Enhance the agency’s information sharing capacity.
  - Foster public confidence in the integrity and appropriateness of the agency’s information sharing activities.
- The ISE Privacy Guidelines clarify agency employees’ responsibility to:
  - Identify data sets subject to privacy protection, assess privacy rules, and implement appropriate privacy safeguards.
  - Adopt specific privacy protections and best practices articulated in the guidelines relating to notice mechanisms; data security; data quality; agency accountability, enforcement, and audit activities; and complaint resolution and redress.